

YOUTH SERVICES POLICY

Title: Flexible Work Schedules Next Annual Review Date: 07/25/2009	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.50
	Page 1 of 4
References: Civil Service Rules, Chapter 11; La R.S.1:55 (B)4	
STATUS: Approved	
Approved By: <i>Richard M. Thompson</i> <i>Deputy Secretary</i>	Date of Approval: 07/25/2008

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405.

II. PURPOSE:

It is the philosophy of YS that flexible work schedules help employees balance work and family responsibilities. Flexible scheduling allows employees to have more control over their working conditions while maintaining an efficient and effective work organization. The agency recognizes, however, that not all jobs lend themselves to flexible work options. Employees must recognize and accept that the agency's operational and staffing needs take precedence over individual desires; therefore, not all units will provide employees choices for flexible scheduling of regular work hours. Unit heads will periodically review work hours and schedules to evaluate the feasibility of flexible schedules within their units.

III. APPLICABILITY:

This policy is applicable to all YS employees whose job requirements allow flexible work schedules as determined by Unit Heads and approved by the Appointing Authority. The participation of certain employees in this policy, such as school staff, for example, may be limited or restricted.

IV. DEFINITIONS:

Employee work schedule - Approved work schedule for an individual employee. An employee may not be regularly scheduled to work before 6:30 a.m. or after 6:00 p.m., with the exception of certain employees who perform jobs that require alternative work schedules, such as those at secure facilities. An employee work schedule may be based upon traditional work hours or upon an approved flexible schedule, as outlined in this policy.

Work Hours:

Traditional Work Hours:

A paid eight (8) hour work day, with additional unpaid lunch time, Monday through Friday, that encompasses the agency's business hours (8:00 a.m. to 4:30 p.m.) and totals forty (40) hours per week.

Flexible Work Schedule Options:

Four (4) paid work days of ten (10) hours each week of the pay period with the day off being any day, Monday through Friday, for a total of 40 hours per week.

Four (4) paid work days of (9) hours and one paid day of four (4) consecutive hours, totaling 40 hours, each week of the pay period. The four (4) hour day may be on any day, Monday through Friday, with ½ day off in the morning or in the afternoon. [No lunch period and only one fifteen (15) minute break is allowed on the four (4) hour workday.]

V. POLICY:

In compliance with all aspects of state and federal laws and Civil Service Rules, it is the policy of the Deputy Secretary and YS to offer flexible schedules and flexible work hours when the effectiveness and functions of the agency are not compromised. Each unit will identify the flexible work schedule options available to its employees based on the particular needs and business requirements of the office. Flexible work schedules, flexible work hours, and breaks are not vested rights to which employees are entitled, but privileges which may be granted to employees at the discretion of the Unit Head. Multiple work schedules may exist for segments of employees, even within the same office. Job/pay levels and years of experience may be considered when there is a conflict among employees' requests for flex schedules. Likewise, flexible schedule options may not be available to some segments of employees based on required business and unit functions.

Unit heads may rescind flexible work schedules and/or flexible work hours with no prior notice if it is determined that such schedules have adversely affected the efficient operation of the section or of the agency.

VI. PROCEDURE:

- A. After an evaluation of the most efficient utilization of resources, Unit Heads will decide if flexible work hours and/or flexible work schedules are offered based on the business necessity and responsibilities of the unit.

B. YS Policy No. A.2.50

C. Page 3

- B. Each employee shall complete a Request for Flexible Work Hours/Work Schedule form and submit it to his/her supervisor for approval. This document also requires approval by the Unit Head and shall be submitted to Central Office Human Resources within 2 weeks of the proposed start date for flex time.
- C. Once the work schedule is approved, Central Office Human Resources shall enter the approved work schedules in ISIS HR payroll system, maintain the work schedules in the system and notify the appropriate time keeper and Unit Head.
- D. When new employees are hired, their work schedules must be provided to Central Office Human Resources staff in the packet of new hire documents.
- E. When choosing the flexible work schedule options, employees must follow the selected schedule without change for a minimum of three (3) months. After three months, employees who wish to change schedules may request a change to occur effective at the beginning of a payroll period, but only upon approval by the supervisor and Unit Head. The Unit Head has discretion to determine which flexible schedule options will be available to employees in the unit, or if employees shall return to a traditional eight hour work day.
- F. The full day or ½ day off must consistently be the same day off each pay period for a minimum of three months. For example, if an employee works 10 hours each day, Monday, Tuesday, Thursday, and Friday, with Wednesday off, then the day off remains Wednesday for every week of the pay period.
- G. If a Unit Head offers the option for a flexible work schedule, that option shall be available to exempt and non-exempt employees with exceptions noted regarding certain schedules being available to certain segments of employees.
- H. This policy is intended to provide employees the opportunity to take care of personal commitments during the flex time off.
- I. In accordance with La. R.S. 1:55 B (4), if one or more holidays fall on a full-time employee's regular day off, his holiday shall be the closest regularly scheduled work day preceding or following the legal holiday, as designated by the Unit Head. If an employee is required to work on the day that is designated as his flex time off, agency policy for compensation and overtime will govern compensation. If an employee takes approved leave on a day on which he/she is scheduled to work ten (10) hours, he/she will be charged with ten (10) hours of leave.

YS Policy No. A.2.50

Page 4

- J. A holiday is a day off with pay from an employee's regular work scheduled, and the employee receives paid leave for the hours regularly worked on that day.

For flexible work schedules, holidays will be handled in the following manner. If a holiday falls on a day regularly scheduled to be an eight (8) hour, nine (9), or ten (10) hour workday, the employee has an eight (8), nine (9), or ten (10) hour paid holiday. If a holiday falls on a day regularly scheduled to be a four (4) hour workday, the employee has a four (4) hour paid holiday.

- K. The flex day off shall not be used for the employee to work overtime hours unless there is a specific need or emergency determined and approved by the Appointing Authority. If the need or condition for overtime on the day off occurs on a continuous basis, the employee may be removed from the flex schedule and placed back on a traditional work schedule, at the discretion of the supervisor.

VII. IMPLEMENTATION DATE: August 11, 2008

Previous Regulation/Policy Number: N/A

Previous Effective Date: N/A



Attachments/References: A.2.50 (a) Request for Flexible Work Schedule.doc